

# Disciplinary Action

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Fair and equitable treatment is a right of library employment. The library, likewise, has the right to expect superior performance from its employees and to act to improve the performance of any employee as necessary. The library may choose to terminate the employment of any employee at any time without a statement of cause.

Disciplinary Actions are intended to address any concerns, to prevent recurrences, and to prepare the employee for satisfactory service in the future.

The library implements progressive documentation for disciplinary actions as follows for a rolling 12-month period;

1. Coaching
2. Verbal Warning
3. Written Warning
4. Probation
5. Termination

All disciplinary actions must state the following;

- Type of disciplinary action
- Dates of previous disciplinary action(s)
- Description of the concern/incident
- Behavior expected
- Solution employee can take to improve

## *Coaching*

Coaching will be a documented conversation between supervisor and the employee. Documentation will be placed in personnel file under 'disciplinary action'.

### *Verbal Warning*

Verbal warning will be a documented conversation between supervisor and the employee. Documentation will be signed by employee and supervisor and placed in personnel file under 'disciplinary action'.

### *Written Warning*

Written will be a documented disciplinary action, Library director will give the disciplinary action to employee and a witness will be present. Documentation will be signed by employee, their supervisor, and library director and placed in personnel file under 'disciplinary action'.

### *Probation*

Employees will be placed in a probationary status for twelve (12) weeks. At the end of the probationary period, the employee will be provided with a written assessment of their performance during the probationary period. A probationary period may be curtailed or extended at the discretion of the supervisor.

Documentation will be signed by employee, their supervisor, and library director and placed in personnel file under 'disciplinary action'

### *Delay, decrease, or suspension of annual merit increase*

Supervisors may delay an employee's annual merit increase until performance expectations are satisfactory. Supervisors may also decrease annual merit increases when performance has not met expectations during an evaluation period. Annual merit increases may be denied when performance expectations have not been met.

### *Administrative Leave*

Administrative Leave will only be authorized by the Library Director. Such action will be taken when investigation into a matter is determined appropriate. The conditions of Administrative Leave will vary from case to case with no particular case setting any precedent. During Administrative Leave, the employee will not report to their regular work assignment. Placing an employee on Administrative Leave may result in loss of pay. Employees on Administrative Leave will not accrue any type of regular leave unless other provisions are made in writing with the

employee. Employees on Administrative Leave will not be compensated for holidays.

### *Termination*

Employees who are terminated will receive written documentation of such action. Employees who are terminated may be escorted from the building. A copy of the written documentation will be placed in the employee's personnel file.

Documentation will be signed by employee, their supervisor, and library director and placed in personnel file under 'disciplinary action'

Terminated employees may not receive compensation for any unused personal time off (PTO).

As an "at-will" employer, the library does not have to provide cause for termination.